



Online International Student Admissions Checklist

1. ____ International Application for Admission
2. ____ Proof of English Proficiency (School code for requesting TOEFL is 6305)
 - a. Minimum TOEFL score: 520 (Paper Test), 190 (Computer Test), 68 (Web Test) or
 - b. Official transcript documenting at least 24 credit hours of English-As-A-Second-Language (ESL) coursework with a 2.5 gpa or higher, or
 - c. Official transcript documenting 24 credit hours of college level coursework with a 2.5 gpa or higher.
 - d. Applicants residing in a country where English is the primary language do not have to submit proof of proficiency.
3. ____ Authenticated, translated transcripts for all academic records.

To transfer credits from any college or university outside of the United States, transcripts must be evaluated by one of the following agencies and sent directly to Allen:

Educational Credential Evaluators – www.ece.org
Education Evaluators International – www.educei.com
World Education Services – www.wes.org

4. ____ Submit Payment for remaining tuition and fees by no later than:
 - October 20 for Fall semester class
 - September 20 for students taking only Fall 1st 8-week classes
 - November 20 for students taking only Fall 2nd 8-week classes
 - March 20 for Spring semester classes
 - February 20 for students taking only Spring 1st 8-week classes
 - April 20 for students taking only Spring 2nd 8-week classes
 - June 20 for all summer session classes

After the payment deadline, students with outstanding balances will be withdrawn and will receive a W grade on their transcript. Students cannot enroll for subsequent terms until their balance is paid.



All required paperwork and documentation must be submitted by July 1 for the fall semester, December 1 for the spring semester, and May 1 for the summer session.

All documents can be emailed to international@allencc.edu or mailed to:

International Student Admissions
1801 N Cottonwood St
Iola, KS 66749